



**IGNOU**

# **Certificate Course in General Duty Assistance (CGDA)**

## **ASSIGNMENTS 2022**

CGDA/AS 1-2

**Skill Training Cell  
School of Health Sciences  
Indira Gandhi National Open University  
MaidanGarhi, New Delhi-110 068**

**Dear Student,**

As explained in the Programme Guide, there are nine assignments in total and **all** these assignments are compulsory. Please note that the assignments carry a weightage of 30% marks towards the final evaluation in theory component and **submission of related assignments is a prerequisite** for appearing in theory term-end examination for respective papers. It is always better if you can submit all assignments as early as possible during your contact session.

<b>Last Date of Submission</b>	<b>CourseCode</b>	<b>Blocks Involved</b>	<b>AssignmentCode</b>
<b>June. 30, 2022</b>	BHT-001/TMA/2022	1 and2	BHT-001/TMA/2022/AS-1
<b>June . 30, 2022</b>	BHT-002/TMA/2022	1 and2	BHT-002/TMA/2022/AS-2

Please take note of the following points before writing your assignments:

- Use only foolscap size paper for writing your responses. Only handwritten assignments will be accepted. Typed or printed copies of assignments will not be accepted.
- Tie the pages after numbering them carefully.
- Write the questions and question number with each answer.
- All the questions are compulsory.
- **Zero marks will be given if it is found that the answers were copied from other student**
- Every assignment will be evaluated out of a full mark of 100. Weightage is indicated in parenthesis against each question.

**Suggestions for writing an assignment:**

Read the assignments carefully. Go through the units on which the answers are based. Draw a rough outline of your answer. Make a logical order. Then write your answer neatly and submit. Give illustrations and tables wherever necessary. You may keep a photo copy of the answer sheets for future reference.

Answer each assignment in separate sheets. On the first page of the assignment response sheet, write the course code, course title, assignment code, name of your programme study centre and date of submission. Your Roll No., Name and Full address should be mentioned in the top right corner of the first page. The first page of your response sheet should look like the format given.

CourseCode _____	EnrollmentNo. _____
CourseTitle _____	Name _____
AssignmentCode _____	Address _____
PSC _____	_____
Date of Submission _____	_____

**Please submit the assignments to your Programme-in-charge (PIC) only.**

**Assignment 1 for course Foundation of General Duty Assistance  
(Block 1, 2, 3&4)**

**Programme Code: CGDA  
Course Code: BHT-001  
Assignment Code: BHT-001/TMA/2022  
Maximum Marks: 100  
Last date of Submission: 30<sup>th</sup> June 2022\*  
\*As per university announcement.**

**This Assignment consists of Ten Long Answer questions of 10 marks each.**

- Q1** Discuss the health care system in India? (10)
- Q2** Describe the Situations that can cause disciplinary action against GDA in hospital (10)
- Q3** Describe the role of General duty assistant in hospital setting. (10)
- Q4** Discuss the factors affecting “effective communication”? (10)
- Q5** List the organs of respiratory system and discuss the functions of each organ. (10)
- Q6** Describe the methods of solid wastes disposal should be followed in hospital (10)
- Q7 (a)** Define Body mechanics. List down the principles of body mechanics
- (b)** Explain the different types of comfortable positions used for the patient (5+5=10)
- Q8** Enlist the various vehicles used to transport the patient? Explain any two (2+8)
- Q9** Describe the procedure of disinfection of room and articles after the discharge of patient (5+5)
- Q10** Explain the code of conduct for a health care worker (10)

**Assignment 2 for course Basic Needs of Patient Care  
(Block 1 & 2)**

**Programme Code: CGDA  
Course Code: BHT-002  
Assignment Code: BHT-002/TMA/2022  
Maximum Marks: 100  
Last date of Submission: 30<sup>th</sup> June 2022\*  
\*As per university announcement.**

**This Assignment consists of Ten Long Answer questions of 10 marks each.**

- Q1** Discuss the general principles to be followed while assisting a person with dressing or undressing cloths? (10)
- Q2** a) what is Bedsores? Discuss ways to prevent bedsores.  
b) Explain the common sites of bedsores (2+3+5)
- Q3** a) Describe the common problems of oral cavity  
b) List down the various agents used for oral hygiene (6+4)
- Q4** Explain the procedures performed for maintaining hair hygiene for patients in hospital (10)
- Q5** Explain the care of the patient with urine and bowel incontinence. (5+5)
- Q6** Explain the steps for cleaning of suction bottle and tubing's (10)
- Q7** Discuss the steps for collecting urine sample. Explain the procedure of cleaning/emptying the urinary bag (5+5)
- Q8** Describe the principles of basic aseptic technique in the operating room (10)
- Q9** Describe the principles of basic aseptic technique to be followed in the Intensive Care Unit and operating room. (5+5)
- Q10** Describe the disinfection procedure of items used for bathing (10)